

CUL 174

SECTION I. SUBMISSION INFORMATION

1. Course: (Enter proposed discipline, number & title here.) Discipline/No: CUL 174- Title: Co-Op Education Start Term Fall 2003 Banner allows only 29 characters and spaces, for the title. Longer titles will have to be abbreviated.			
Division Code: HAT Department Code: CFHM Org #: 13500	Don't publish: ☐ in College Catalog ☐ in Time Schedule ☐ on Web Page		
2. Type of Approval: (applies to both new courses and changes) ☒ Full Approval ☐ Conditional Approval ☐ This proposal previously received conditional approval for the term: _____	3. Reason for Submission: This Course is being submitted for: (check all that apply) ☐ New Course Approval (Skip 4 and go directly to 5.) ☐ Five-year Syllabus Review ☐ No changes to course (Submit complete syllabus) ☒ Major Change(s) (Submit complete syllabus) ☐ Minor Change(s)* (For fully approved courses, submit revised sections only.) ☐ Reactivation of Inactive Course ☐ Inactivation (Submit this page only.) *If requesting a change to a course that has conditional approval, please submit a complete syllabus.		
4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.) Minor Changes ☐ Course Discipline/Number (was _____) ☐ Course Title (was _____) ☐ Course Description ☐ Class Capacity (was: ____) ☐ Pre or Co-requisites ☐ Course Objectives (minor changes) ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) ☐ Other _____ Major Changes (will be reviewed by Curriculum Committee.) ☒ Credit hours (credits were: 1-2) ☐ Change in Grading Method ☐ Total Contact Hours (total contact hours were: _____) ☐ Approval for offering an Honors Section (Attach Approval Form.) ☐ Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form) ☐ General Education Distribution Course: Add ☐ Remove ☐ (Attach General Education Course Approval Form) ☐ Pre or Co-requisites (that affect other departments)			
5. Rationale: (for new course or course change) Changes are being made in response to data from Assessment: yes ☐ no ☒ The student will complete 120 hours on the job. The first credit hour requires production, the second credit hour requires completion of an on the job project, the third credit would require completion of a managerial task. <i>This course will transfer to EMU</i>			
SECTION II. SIGNATURES <i>In Hospitality Management and EMU requires 3 credits (360 contact h</i>			
1. Department Review (To be completed by department chair) Will any new resources be required? No, none anticipated ☒ Yes ☐ (If yes, attach list with projected costs) You must consult all departments that may be affected by this course. List departments contacted below and attach relevant documents. Does the department support approval of this course? ☒ yes ☐ no (if no, initial and return to preparer with rationale.) Print: <u>Jillaine M. Beauchamp</u> Signature: <u>[Signature]</u> Date: <u>4/24/03</u> Faculty/Preparer Print: <u>PAUL MC PHERSON</u> Signature: <u>[Signature]</u> Date: <u>4/24/03</u> Department Chair			
2. Division Review (To be completed by division dean; if recommendation is no, initial and return to department with rationale.) Is this a curricular priority for your division? ☐ yes ☐ no (Comment _____) What is the estimated enrollment? _____ Recommendation ☒ Yes ☐ No <u>[Signature]</u> Date: <u>4/28/03</u> Dean's/Administrator's Signature			
3. Curriculum Committee Review (Attach additional comments if necessary and forward to Executive Vice President.) Recommendation ☐ Yes ☐ No <u>[Signature]</u> Date: _____ Curriculum Committee Chair's Signature			
4. Vice President for Instruction and Student Services Approval (Attach additional comments if necessary.) Approval ☒ Yes ☐ No <u>Roger M. Palay</u> Office of Curriculum & Articulation Services Date: <u>5/8/03</u> Vice President's Signature			
ACS Code _____	Entered in Banner <u>5/8</u>	Entered in Access <u>5/8</u>	Log File <u>5/8</u>
Approved for General Education Area/Group _____		Syllabus Date _____	

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

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SECTION III. COURSE SYLLABUS

For help screens press F1.

A. COURSE DETAILS (Start with #1.)

Discipline & No.: CUL 174 **Title:** Co-Op Education

Course and title will automatically appear above upon saving or previewing

1. Description: (Please be brief. Explain acronyms if used.)

Co-OP Education provides the student with an opportunity to earn credit while working under supervised conditions in a hotel or country club. A study of professional networking and communication styles will be initial on-site and discussed in class for the development of personal communication style.

2. Credit Hours: _____ If Variable credit, Give Range: <u>1</u> to <u>3</u> credits If repeatable for credit, how many times _____	3. Contact Hours per Semester: Lecture: <u>10</u> Lab: _____ Clinical: _____ Other: <u>OJT 120 hrs</u> / cr/h Total Contact Hours: _____	4. Class Capacity: <u>NA</u> (If nonstandard, attach Class Capacity Exception form.)	5. Course Options: ☐ Distance learning (Attach DL Form) ☐ Honors (Attach Honors Addendum.) ☐ P/NP Grading
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6. Prerequisite(s) and/or "Course"	Min Grade	*Concurrent Enrollment	Test Name	Min. Score	**Level ")"	I	H	Other Prerequisites
☐ _____		☐	_____	_____	_____	☐	☐	_____
☐ _____		☐	_____	_____	_____	☐	☐	_____
☐ _____		☐	_____	_____	_____	☐	☐	_____
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☐ _____		☐	_____	_____	_____	☐	☐	_____
☐ _____		☐	_____	_____	_____	☐	☐	_____
☐ _____		☐	_____	_____	_____	☐	☐	_____
☐ _____		☐	_____	_____	_____	☐	☐	_____

Consent Required ☐

* Can take prerequisite before or concurrently with this course.

**Level I is enforced in Banner; Level II is enforced by instructor on 1st day of class.

8. Course Purpose: ☒ Program Requirement ☐ General Education ☐ Program Support ☐ Basic Skills/Developmental ☐ Transfer ☐ Industry/Professional Dev ☐ Enrichment	If a program requirement, specify the program(s) <u>CFBAK - 1 credit hour</u> <u>CFHMC - 3 credit hour</u> <u>APCULP - 2 credit hour</u>	Please send syllabus for Transfer evaluation to: ☐ EMU ☐ UM ☐ _____ ☐ _____ ☐ _____ ☐ _____	Accepted for transfer: (attach documentation) ☐ EMU ☐ UM ☐ _____ ☐ _____ ☐ _____ ☐ _____
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9. Terms Course will be offered:		Day	Eve	Even years only	Odd years only
Terms	Session Length (e.g. 15 weeks, 1 st 7½ weeks, etc.)				
☒ Fall	<u>15 weeks</u>	☐	☐	☐	☐
☒ Winter	<u>15 weeks</u>	☐	☐	☐	☐
☒ Spr/Summer	<u>10 weeks</u>	☐	☐	☐	☐

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.)

1. Professional Communications: resume, portfolio writing, business letter and minutes
2. Strategies for Interviewing
3. Professional Trade Association Networking

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C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Use student outcomes-based language. (Example: Upon visiting a gravel pit students will observe, analyze and describe in one page the weathering processes.) Units should match those listed in Section B.

(This section is unprotected. You may cut and paste from other documents as needed.)

Unit #1

1. After attending the Career Planning and Placement Center workshop on Resume Writing, the students will construct either a print ready resume and/or a personal portfolio.
The student will submit a thank you note to be delivered to the site supervisor for the on the job (OJT) experience.
2. The student will keep at least three (3) journal entries related to their Co-Op Placement Experience and at the end of the semester, they will submit a narrative summary with documentation for the completion of objectives.

Unit #2

1. After attending the Career Planning and Placement Center Workshop on Interviewing, the student will interview and commit to a job placement for the Co-Op Experience.

Unit #3

1. After attending a professional trade association meeting, the student will word process minutes of the proceedings.
2. The students will present to the class members a summary of an article or a book related to their career objective

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D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

☒ Lecture/Discussion _____ ☐ Clinical Instruction _____ ☐ Laboratory Assignments _____ ☐ Internet Assignments _____ ☐ Computer Simulations _____ ☒ On-Site Work Experience _____ ☐ Team Assignments _____ ☐ Demonstrations _____	☐ Performances _____ ☐ Group Critiques _____ ☐ Field Trips _____ ☐ Telecourse _____ ☐ ITV Course _____ ☐ Self-Paced Instruction _____ ☐ Other _____ ☐ Other _____
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2. Evaluation Criteria:

☒ Attendance 4 classroom meetings _____ ☒ Class Discussion progress on the job _____ ☒ Papers final summary of experience _____ ☒ Portfolios or resume _____ ☒ Projects on the job related to their objectives _____ ☒ Reports _____ ☐ Clinical Assignments _____ ☐ Home Work _____	☐ Quizzes _____ ☐ Tests _____ ☐ Midterm _____ ☐ Final Exam _____ ☐ Presentations _____ ☐ Individual Performance _____ ☐ Group/Team Performance _____ ☐ Other _____
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3. Assessment of Student Achievement: (Indicate methods that will be used for NCA mandated assessment of student academic achievement at the course and (if applicable) general education levels)

☐ Departmental Exam _____ ☐ Follow-on Tracking _____ ☐ Standardized Test _____ ☐ Portfolio Assessment _____	☐ Pre-test/Post-test _____ ☐ Simulations _____ ☒ Comprehensive Project Site Visit with Site Supervisor _____ ☒ Other Site supervisor's evaluation _____
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F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

☐ Lab equipment _____ ☐ Computer Lab _____ ☐ CD ROM's _____ ☐ Data Projector/Screen _____ ☐ VCR _____ ☐ TV Monitor _____	☐ ITV Classroom _____ ☒ Off-Campus Sites _____ ☐ Testing Center _____ ☐ Other _____ ☐ Other _____ ☐ Other _____
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2. Texts: (Please indicate if no text is required.)

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

Descriptions	Cost Estimates
_____	_____
_____	_____
_____	_____

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title/Name	Location
_____	_____
_____	_____

5. Computer Software that will be used:

Title/Name	Location
_____	_____
_____	_____
_____	_____

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name	Location
_____	_____
_____	_____
_____	_____